



# भारतीय होटल निगम लि. HOTEL CORPORATION OF INDIA LTD.

22

## PURCHASE ENQUIRY

Ref: CP/T-12/2011-12/1812

15.12.2010

To,

M/s. \_\_\_\_\_

**IN REPLY PLEASE QUOTE**

Enquiry No. CP/T-12/2011-12/1812 date 15.12.2010

Due on: 20.01.2011 at 3:00 pm

Open on: 20.01.2011 at 3:30 pm

**Sub: Annual Contract of Laundry Services (for year 2011).**

Dear Sir/s,

Hotel Corporation of India Ltd, a wholly owned subsidiary of "Air India" invites **Sealed Quotations in Two Envelope System** from reputed Service providers of **Laundry Services** offering best possible price and quality (as enclosed with the tender document). Offers made should be best/lowest rate as applicable to Public Sector, government Companies or Institutional bulk buyers.

### **METHOD OF SUBMISSION OF QUOTATIONS IN TWO ENVELOPE SYSTEM**

1. **FIRST ENVELOPE** - "Technical Bid" contents following:-

- Subscribe on **FIRST ENVELOPE - Technical Bid** for "Tender CP/T-12/2011-12/1812 Due Date 20.01.2011" and write your Company Name & Address at the bottom of envelope for identification.
- EMD by Demand Draft/Pay Order or by Cash equivalent of Rs.25, 000/-**. EMD paid by way of Cheque **not acceptable**. Please enclose the **Receipt/DD** in original favoring Hotel Corporation of India Ltd. If you are depositing **Cash then enclose Original Cash Receipt** in to this envelope and retain a photocopy of the Cash Receipt with you.
- The **Tenderer's Status form** (Annexure II) is enclosed with this Enquiry. The form to be filled in indicating your Company profile and signed by your authorized representative and to be attached in the First Envelope - Technical Bid.
- We will not be providing Tax related concessional forms like 2B/C/3D/D.
- Are you registered with NSIC? (For details, visit [www.nsic.co.in/go.asp](http://www.nsic.co.in/go.asp)). If "YES", please attach a photo copy of "Registration Certificate". If "NO", your bid / quote will not be "Technically rejected", based on this point.
- Please attach photocopy of PAN Card.
- Delivery:** Chefair Flight Catering, located near International Airport, Sahar and Dinning Facilities Centre unit, located at Air India Bldg., Nariman Point, Mumbai.
- Mention all present Taxes, Excise, Octroi, which you have considered, their percentage and Amount in Rupees. Also mention transportation charges, handling charges, packing charges etc.

.....2

*Handwritten signatures and dates:*  
15/12/10  
16/12

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: 2:

Ref: CP/T-12/2011-12/1812

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- (i) Confirm that the total amount mentioned in the Commercial Details includes all the taxes, excise, octroi and any other cost due to packing, transportation, handling, insurance etc.
- (j) Confirm that, quote / price for all the ITEMS has been mentioned, in the "Price Bid."
- (k) Confirm that, the mentioned Amount in Rupees, in the Price Bid (Kept in the "Envelope Two") is unconditional in nature. Accordingly, it shall be treated as "Unconditional Offer".
- (l) Prices of Laundry Services should not be mentioned in this Technical Bid. Confirm the same.
- (m) The format of Declaration/Acceptance undertaking (Annexure III) is also enclosed with this enquiry. The same to be signed by your authorized representative and attached with Technical Bid.

**Note:** As part of/along with your Technical Bid, please submit Registration Certificates, Trade and Industry Accreditation, if any as applicable. HCI may visit the facility of Bidders to assess suitability as part of Technical Evaluation of bids.

**2. SECOND ENVELOPE- "Price Bid" will have following:-**

- (a) On this SECOND ENVELOPE - write "Tender No. CP/T-12/2011-12/1812 Due date 20.01.2011 and also writes your Company's Name & Address at the bottom of the envelope.
- (b) Please fill up enclosed Price Bid Form (Annexure IV) and keep in your Second Envelope- Price Bid. The Price Bid must be signed by your authorized representative bearing Company Stamp.
- (c) Alternatively you can use your Company letter head for Price Bid but it has to be typed in the manner/format shown in our Price Bid Form.
- (d) **CORRECTIONS / OVERWRITINGS IN BIDS:** Bidder needs to sign at all these places

**3. "QUALIFICATION CRITERIA" OF BID: - BID may be "Rejected", based on, any one of the following reasons.**

- (a) Only single Envelope (Technical Bid or Commercial Bid) received.
- (b) Details received by fax.
- (c) Unsigned Offer.
- (d) If you mention Total Amount in "First Envelope - Technical Bid". (Total Amount must appear in Annexure IV only).
- (e) If your Organization does not have "PAN", issued by Income Tax authority.
- (f) If the list of your existing Customers is NIL, for this Item.
- (g) If the EMD (Bank Draft or Cash receipt) is not kept in the "First Envelope".
- (h) If the bidder has not quoted for all the Forty Three Items, mentioned in this "Purchase Enquiry".

**VALIDITY OF QUOTES/FIRM RATES/PERIOD OF CONTRACT.**

Your quotation must be valid for at least 120 days from the due date for our consideration and acceptance.

The Purchase Order/Contract once released, the rates therein will remain firm/valid for a period of at least One year or till completion of PO quantity.

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*Handwritten signature*  
15/12

*Handwritten signature*  
16/12

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: 3:

Ref: CP/T-12/2011-12/1812

15.12.2010

The Purchase Order/Contract will initially be for a period of One year/quantity mentioned, and can be extended further by one more year or for period/quantity/terms as mutually agreed upon.

**5. EXIT CLAUSE/PENALTY:**

HCI reserves the right to terminate the Contract/cancel the Purchase Order by giving one month written notice but without assigning any reason. However in case of persistent complaints on quality/delivery etc., HCI reserves the right to cancel the Contract/Purchase Order at a short notice and make alternative arrangement, with a right reserved, to recover the additional cost etc. from the defaulting vendors. HCI also reserves the right to impose penalty @ ½ % per week subject to a maximum of 1% for the delayed delivery.

**6. FORFEITURE OF EMD:** - EMD will be forfeited, if the bidder withdraws their bid, within 120 days, from the Due date of this "PURCHASE ENQUIRY".

**7. Validity of PO:-** The contract may be awarded for one year from the date on which Financial Bids will be opened.

**8. GENERAL INFORMATION AND STANDARD TERMS:**

The Printed sheet is enclosed (Annexure I). Please go through this document for the General terms & conditions mentioned thereof.

You may send your offer in sealed envelope through messenger or through courier services so as to reach us at our below mentioned address on or before 20.01.2011.

The tender closes on 20.01.2011 at 1500 hrs. The closing date may be extended subject to receipt of minimum three quotations. Initially the Technical Bid will only be opened and the vendors may attend the opening if so desire. The Commercial Bids of only technically suitable vendors will be opened thereafter and date/time will be advised to the qualifying vendors who may attend the opening, if so desire.

Thanking you,

Your's faithfully,

*Jyoti Nair*  
16/12

(Mrs. Jyoti Nair)

Dy. Manager - C & P - HCI

*Rand*  
15/12/10

Encl: 1) General Information & Standards Terms. - Annexure I

2) Tenderer's Status Form (to be attached with Technical Bid along with EMD) - Annexure II

3) Declaration/ Acceptance undertaking. (To be attached with Technical Bid along with EMD) - Annx. III

4) Price Bid Form (to be attached with Price Bid). - Annexure IV



# HOTEL CORPORATION OF INDIA LTD.

## CORPORATE PURCHASE (WESTERN REGION) MUMBAI

Transport Annexe Bldg., 1st Floor, Air India Complex,

Old Airport, Santacruz (E), Mumbai 400 029

Tel.: 2615 8055, 2626 5435 Fax: 2615 8049

UNITS: Chefair/DFC

### TENDER FORM

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IN REPLY PLEASE QUOTE

Tender No. T-12 dt. \_\_\_\_\_  
Due on 20.01.11 dt. 1500 hrs.  
Open on 20.01.11 dt. 1530 hrs.

Dear Sirs,

Sub: Tender for supply of Laundry Services

SEALED /CLOSED TENDERS are invited for the supply of items indicated in the attached schedule to Tender form, to be valid for a period of 12/24 months from the date of acceptance of your quotation on terms and conditions mentioned hereunder. Rates must be quoted bearing in mind the Company requires nothing but the best quality supplies at the lowest possible price.

#### IMPORTANT STANDARD TERMS AND CONDITIONS:

##### STATUS:

- 1 Only manufacturers or their authorised distributors, agents, representatives in each line, as the case may be, are allowed to quote. The offer of middlemen and those who are not in the line will not be entertained. Please specify your status and furnish the details on page 4 of this tender form.

##### Price and Period:

- 2 Your prices should remain fixed for a period of 12/24 months from the date of our acceptance of your quotation and no increase in price, whatsoever, will be allowed, irrespective of the change in our requirements. VAT to be mentioned for each item additionally.

##### QUANTITY:

- 3 The quantities indicated are approximate requirements and are subject to increase / decrease without notice and the Tenderer will be bound to supply the increased/decreased requirements at the quoted rates as per specifications, and if the materials are not supplied as per ordered requirements, we reserve the right to purchase goods from other sources and defaulting Tenderer will unconditionally arrange to reimburse us a sum equal to the difference between the rate tendered by him and that at which some item is procured from any other source(s), or we will be forced to deduct such difference from current bills.

- 4 **The order may be divided between two or more parties if necessary, at our sole discretion.**

##### DELIVERY:

- 5 Time will be the essence of the contract and if the materials are not delivered within the specified period, we reserve the right to purchase the goods from other sources and the defaulting tenderer will on demand, unconditionally arrange to reimburse us a sum equal to the difference between the rate tendered by him and that at which the same item is procured from any other source(s), or we will be forced to deduct such difference from current bills.
- 6 The exact daily / weekly / monthly requirements in case of term contracts will be communicated 12 hours in advance either in writing or over the telephone to the supplier. However, the successful tenderer should be prepared to make delivery at a shorter notice.
- 7 Deliveries will be accepted only in **completely hygienic packings** and containers as may be suggested by us and conforming to international standards. These will be carried out by the supplier at no extra cost.
- 8 Instructions as given by the Company or its receiving department from time to time for improving the quality and presentation, will be carried out by the supplier at no extra cost
- 9 Your quotation shall include free delivery to our designated location(s) or any other place in Mumbai
- 10 The deliveries of items called for may be required at night in an emergency and successful Tenderers/contact representative should be available on the telephone round the clock where the deliveries are to be effected when required.

##### QUALITY AND SPECIFICATIONS:

- 11 The quality and presentation of the items supplied will be in keeping with international standards. The items supplied should be hygienically prepared and best quality raw materials and ingredients will be used.
- 12 We reserve the right to inspect the successful Tenderer's premises through our representatives and shall be the final judge of the suitability of the premises and the manufacturing conditions.
- 13 In case of food items, such as the personnel of the successful Tenderer as are engaged in the preparation of the items mentioned in this tender shall be properly attired to meet the hygienic standards required in the handling food. The premises of tenderer shall also meet the required standard of hygiene.
- 14 A sample shall be submitted free of charge with the quotation when called for and it is of utmost importance that

**E.M.D. BY CASH/DEMAND DRAFT COMPULSORY.**

**E.M.D. ADJUSTMENT AGAINST BILLS/DUES IF ANY/ETC. NOT ALLOWED.**

supplies conform strictly to the final approved sample/specifications. ( Specifications are attached in the schedule for the items you are interested to submit your tender.)

- 15.1 **IMPORTANT:** To ensure that the highest standard of quality controls is maintained by the supplier, he shall be responsible for hundred percent inspection of his product(s) prior to packing and delivery as once the Item is packed, it is not practicable for the receiver to carry out hundred percent inspection on receipt.
- 15.2 **IMPORTANT:** The Tenderer when quoting is specifically instructed to ensure that this important condition is not overlooked and in the event of transpiring that the material delivered is not in accordance with the approved sample, the entire quantity will be rejected and the Tenderer will be responsible for replacing the rejected material with supplies conforming to proper specification and/or reimbursing the Company for loss sustained on this account.
- 15.3 **IMPORTANT:** The Company reserves the right to reject any supplies for not conforming to the final approved sample/ required standard/ specification at its discretion and such a decision shall be final and binding on the Tenderer. The entire lot will be rejected if ten percent of the supply is not found up to the standard. The Tenderer shall have to collect the rejected goods from the Company failing which we reserve the right to purchase the goods from any other source and recover the cost from the Tenderer.
16. A written valid warranty shall be given by the successful Tenderer as described in P.F.A. rules for food articles.
17. Supplies other than packed / tinned / canned items which do not conform to our standards/specifications shall be rejected on the spot and replacement for the rejected supplies shall be made immediately or with the next delivery as required by the Company, failing which we reserve the right to purchase the goods from any other source and recover the cost from the Tenderer.
18. If the specifications of the goods mentioned in this tender are changed at a later date or the materials supplied are not in accordance with the required specification and are accepted by the Company the prices will be settled mutually.

#### DEPOSITS:

19. **The successful Tenderer** shall furnish a Bank Guarantee or cash equivalent of 5% or Rs. 50,000 whichever is less **towards security deposit**. The deposit will be free of interest and is liable to be forfeited in whole or in part as may be determined by the Company at its sole discretion in the event of any lapse or unsatisfactory performance, affecting the reputation of HCI and / or the regularity and efficiency of its service.
20. A Crossed Bank Draft in favour of Hotel Corporation of India Ltd. or cash equivalent for 2.5% or Rs. 25,000/- whichever is less **towards Earnest Deposit shall accompany** this tender, otherwise, it is likely to be rejected. **The earnest money of the unsuccessful tenderer will be refunded** immediately on taking a decision on the Tenderer and that of the successful Tenderer on receiving the security deposit.

#### PAYMENT:

21. The bill for the supplies made will be submitted **once a month**, on a credit period of 60 days (in total).

#### TERMINATION:

22. We during the said period, reserve the right to cancel the contract without giving notice / giving a month's notice but without assigning any reason for cancellation.

#### REJECTION OF TENDER:

23. The Tenderer must quote through the approved tender form only, of which two copies are enclosed. The duplicate should be retained by tenderer. Incomplete tenders in any respect will be rejected.
24. The company reserves the right to accept or reject in part, or in whole, any or all the tenders received without assigning any reasons whatsoever, nor the Company is bound to accept the lowest Tender.
25. \_\_\_\_\_

#### GOVERNMENT LEVIES:

26. Tenderers should specifically State Sales Tax and Central Tax and other levies, eg. VAT if any, applicable as extra / or separately and the rate at which the same are chargeable, failing which, the price quoted will be deemed to be inclusive of such levies. If a particular tenderer is not registered under the Sales Tax Act, the prices quoted by him will be treated as NETT and inclusive of all taxes and any future claims made by him for reimbursement of these levies on account of retrospective registration under the Sales Tax Act will in no circumstances be entertained by the Company and the liability for payment of these levies will be wholly and exclusively that of tenderer.

#### INDEMNITY:

27. The seller will indemnify the purchaser for all expenses and damages resulting from patent infringement. The successful Tenderer shall indemnify the Company and keep the same indemnified against all suits, claims, demands.

Yours faithfully,

for Hotel Corporation of India Ltd.

  
General Manager  
Contract & Purchase-HCI

Encl : Earnest Deposit

Rs.

Bank Draft. No. \_\_\_\_\_ at Bank \_\_\_\_\_.

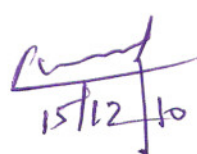
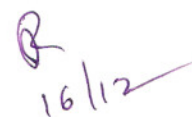
Cash Receipt No. \_\_\_\_\_ Date \_\_\_\_\_.

Ref:CP/T-/2010-11/

**TENDERER PLEASE FILL & SUBMIT IN ENVELOPE "I" (technical Bid)****DETAILS OF TENDERER'S STATUS**

- 1 Name of the Firm : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Branches (if any) : \_\_\_\_\_
- 2 Nature of concern, whether Proprietary/Partnership/  
Pvt.Ltd./Public Ltd./Co-op.Soc./Govt.Agency/ Statutory Corpn. : \_\_\_\_\_
- 3 Name of the Partners / Directors / Proprietor : \_\_\_\_\_
- 4 Whether Manufacturer/ Distributor / Agent/ Stockist /  
Wholesale Dealer : \_\_\_\_\_
- 5 DGS and D Registration No. if applicable : \_\_\_\_\_
- 6 Name and Address of the Bankers : \_\_\_\_\_
- 7 Item - Manufactured / dealt in : \_\_\_\_\_
- 8 Total Investment up-to date : \_\_\_\_\_
- \* 9 Annual Turnover for last two years : \_\_\_\_\_
- \* 10 Latest Income Tax "File Return" : \_\_\_\_\_
- 11 Total No.of employees (Please Specify technical / non-technical  
separately). Also mention PF No. of your Organization : \_\_\_\_\_
- 12 List of few reputed purchasers to whom you are, at present,  
supplying the materials : \_\_\_\_\_
- 13 Do you stock the items you deal in ? If so, furnish the  
location of your godown : \_\_\_\_\_
- 14 Who are the person/ persons authorised to sign on your behalf.  
(Give their full Name/s, designation, specimen signature etc.) : \_\_\_\_\_
- 15 Are you already doing business with us or any  
of our Unit under some other name ? If so, what name? : \_\_\_\_\_
- \* 16 N.S.I.C. No. (For details, visit WWW.NSIC.CO.IN/GO.ASP) : \_\_\_\_\_
- \* 17 Sales Tax / TIN No., C:S.T. No. : \_\_\_\_\_
- \* 18 Latest Electric Bill of your Organization : \_\_\_\_\_
- 19 Any other information which you feel would qualify you to be  
enlisted in our list of suppliers : \_\_\_\_\_

\* Please attach Photo Copies

Place : \_\_\_\_\_  
Date : \_\_\_\_\_Signature of duly \_\_\_\_\_  
Authorised Representative \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Designation \_\_\_\_\_



**THE SAME IS TO BE GIVEN ON PARTY'S LETTERHEAD**

**FORMAT FOR DECLARATION / ACCEPTANCE**

I /We hereby declare that I/We read and understood the Specifications and Terms and Conditions etc. and hereby agree to abide by them. In token thereof, I/We have signed below and at the end of Schedule of Quantities. I/We also understand that otherwise this Tender is liable is to be rejected.

Date \_\_\_\_\_

SIGNATURE OF THE TENDERER  
WITH RUBBER STAMP

**TO BE SUBMITTED ALONGWITH THE TECHNICAL BID**

*Signature*  
15/12/10

*Signature*  
16/12

## PRICE BID

**HOTEL CORPORATION OF INDIA LTD.  
Annual Contract for LAUNDRY SERVICES**

for Chefair Flight Catering, Mumbai &amp; Dining Facilities Centre, Mumbai-21

HCI may visit the facility of parties for technical evaluation / during pendency of contract

Sr. No.	Description & Unit Packing	Unit	CFCM	DFC	TOTAL	Unit Rate (Rs.)	VAT (%)
1	Terene Silk Sarees	nos.	150	***	150		
2	T/Cotton Blouse	nos.	30	***	30		
3	T/Cotton Long Coat	nos.	20	***	20		
4	T/Cotton Drivers' Coat	nos.	2000	***	2000		
5	T/Cotton Chef's Coat / Cook's Coat	nos.	32400	288	32688		
6	T/Wool Pant	nos.	1825	288	2113		
7	T/Cotton Full Sleeves Shirts	nos.	29900	2780	32680		
8	T/Wool Safari Shirt	nos.	500	***	500		
9	T/Cotton Pant	nos.	33500	2780	36280		
10	T / Cotton Boiler Suit	nos.	25	***	25		
11	T/Cotton Tie	nos.	30	150	180		
12	Cotton Unstarched Drill Apron	nos.	1250	720	1970		
13	Cotton Car Seat Cover	nos.	45	***	45		
14	Cotton Unstarched Swab Duster 20x20'	nos.	9000	1500	10500		
15	Cotton Unstarched Scarves	nos.	35	***	35		
16	T/Cotton Scarves	nos.	30	***	30		
17	Cotton Chair Cover	nos.	45	***	45		
18	Turkish Hand Towel	nos.	150	***	150		
19	Turkish Bath Towel 50" x 70"	nos.	1100	***	1100		
20	Non-wear Bed Sheet 99"x75"	nos.	175	***	175		
21	Non-wear Bath Towel 50"x70"	nos.	***	150	150		
22	Non-wear Glass Cloth 21"x21"	nos.	10500	***	10500		
23	Non-wear Heavy Curtain 7 feet x 3 feet	nos.	75	***	75		
24	Mosco Coat (heavy weight)	nos.	25	***	25		

*[Signature]*  
15/12/10

*[Signature]*  
16/12



15

Sr. No.	Description & Unit Packing	Unit	CFCM	DFC	TOTAL	Unit Rate (Rs.)	VAT (%)
25	Mosco Hand Gloves	nos.	15	***	15		
26	T/Cotton Cap ('P' cap)	nos.	10	***	10		
27	T/C White Coat (Jodhpuri)	nos.	***	750	750		
28	Glass Dusters	nos.	***	2600	2600		
29	Tray Mats - Starched 20"x14	nos.	***	1500	1500		
30	White Table Cloth - Starched 20 feet	nos.	***	200	200		
31	White Table Cloth - Starched 8 feet	nos.	***	300	300		
32	Red Table Cloth - Starched 4 feet	nos.	***	75	75		
33	White Napkins - Starched 18"x18"	nos.	***	1100	1100		
34	Fril Silk 20 Feet	nos.	100	60	160		
35	Hand Gloves	nos.	***	80	80		
36	Apron White & Blue	nos.	***	1500	1500		
37	T/C Brown Half Shirts	nos.	***	750	750		
38	T/C Checks Cooks Pants	nos.	***	750	750		
39	Neck Tie	nos.	***	240	240		
40	Sterling Pant (65% cotton x 35 % wool)	nos.	25,000	3000	28000		
41	Flourcent Jacket	nos.	100	***	100		
42	T / W Blazer	nos.	25	20	45		
43	Sofa Cover 5 feet	nos.	50	***	50		

**Note:-**

Quoted rate shall include all the taxes, Excise, Octroi and any other costs due to Packing, Transportation, Handling, Insurance etc.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

MOBILE NO. \_\_\_\_\_

*[Handwritten Signature]*  
15/12/10

*[Handwritten Signature]*  
16/12